



# Example of School Manager Job Description

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Our company is looking for a school manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for school manager

- Manage leadership staff and department academic administrators/principals and develop effective staff members through an ongoing evaluation process and professional development
- Support HOS in effective and efficient budget management
- Collaborate with Student Services teams, including Operations and Family Academic Support Team (FAST), to improve systems and processes that serve the school
- Collaborate with K12 School Services teams to ensure school programs are in alignment with authorizing agency requirements
- Create and foster a positive school culture by involving school staff, community leaders, students and parents
- Manage all main office functions and daily school operations
- Collaborate with the School Office Assistant to ensure a clean and safe school environment, including managing beautification projects
- Manage the school calendars (internal and external)
- Oversee departmental grants managers to review budget forms
- May perform as backup for VUSE departmental grants managers when necessary

## Qualifications for school manager

- Minimum of 3 years of experience with product marketing
- Must be approved to teach courses offered by the School of Business
- Supports staffing of the front office and kitchen teams

- Serve as point of contact for all campus transportation issues
- Responsible for securing emergency services (fire, police, EMS) in an emergency